

MINUTES
BOARD OF MANAGERS MEETING
JANUARY 26, 2015

PRESENT: Junious Owens, Secretary (Disabled American Veterans); Paul J. Lloyd (Veterans of Foreign Wars); Madeline Dreusicke (Veterans of Foreign Wars Auxiliary); Raymond J. Goulet, Jr. (Vietnam Veterans of America); Robert Dionne (Dept. Commander – American Legion); Gerard “Gerry” Bosse (Dept. Commander – Disabled American Veterans); Mark McCabe (Dept. Commander – Veterans of Foreign Wars); and Margaret “Peggy” LaBrecque (Commandant). **Excused:** Richard L. Murphy (Marine Corps League). **Guests:** Ronald Barcomb (President – NHVH Resident Council); Rachel K. Miller (Chief Deputy State Treasurer); Erin Zayac (Senior Treasury Analyst - State of NH Treasury); M. Jonathan Mishcon, M.D. (NHVH Medical Director); Michelle Pelletier (NHVH Director of Nursing); Armand Plourde (NHVH Director of Operations); Len Stuart (NHVH Program Information Officer); Thomas Heald (NHVH Program Manager – Tarr Units), and Doug Haggan (National Vice Commander – American Legion).

***CALL TO ORDER:**

The Board of Managers Meeting of January 26, 2015, was called to order at 9:05 a.m. by Margaret “Peggy” LaBrecque, Commandant. Attendees present were led in the Pledge of Allegiance and prayer by Mark McCabe, Chaplain. A moment of silence was held for Chairman Robert Wyman, who passed away on January 16, 2015.

***APPROVAL OF MINUTES – OCTOBER 20, 2014:**

The Minutes of the Board of Managers Meeting of October 20, 2014 were reviewed and discussed. Motion was made by Paul Lloyd, seconded by Junious Owens, to accept the minutes. M/C.

***COMMUNICATIONS:**

There were no communications to the Board during the past quarter.

***CUSTODIAL FUND INVESTMENTS:**

Rachel Miller and Erin Zayac presented the Quarterly Performance Reviews for the Members’ Administration and Benefit Fund Accounts for the quarter ending December 31, 2014.

***MEDICAL DIRECTOR UPDATE:**

M. Jonathan Mishcon, M.D., discussed his role and responsibilities as the Medical Director of the New Hampshire Veterans Home.

***CENSUS UPDATE:**

Ten residents were admitted to the New Hampshire Veterans Home during the quarter of October 1, 2014 – December 31, 2014. The average age of those residents admitted this quarter was 82.7 years. All of the residents admitted have multiple diagnoses.

***BUDGET UPDATE:**

Commandant LaBrecque presented an update of the Home’s operating and capital budgets for FY 2014/15 and discussed the submission of the Home’s FY 2016/17 budget to the Governor’s Office. There was discussion regarding the Governor’s request for an additional submission for FY 2016 to be 100% and FY 2017 to be 103% of FY 2015’s adjusted authorized appropriations. The Home had requested an increase of 25 residents to our census. After conversations with the Governor’s Office, this request will be included in the Governor’s Proposed Budget.

***ADMINISTRATION AND BENEFIT FUND ACCOUNTS REPORTS:**

- **QUARTERLY REPORT (October 1, 2014 – December 31, 2014):** Armand Plourde presented and explained the Administration and Benefit Fund Accounts Quarterly Report for the period of October 1, 2014 – December 31, 2014. Motion was made by Paul Lloyd, seconded by Mark McCabe, to accept this report as presented. M/C.

- PROJECTED BUDGET (April 1, 2015 – June 30, 2015): Armand Plourde presented and explained the projected Benefit Fund Budget for the period of April 1, 2015 – June 30, 2015. Motion was made by Paul Lloyd, seconded by Gerard Bosse, to accept this report as presented. M/C.

***CAPITAL PROJECTS REPORT:**

Commandant LaBrecque provided an update on the New Hampshire Veterans Home's efforts to date concerning capital projects and operational highlights. The Home has requested that the Department of Information Technology move forward with a sole source contract as we feel that this vendor can meet our needs for an Electronic Medical Records system. Equipment upgrades have been approved by the State of New Hampshire. The Home is waiting for approval from the Department of Veterans Affairs.

***VA SURVEY:**

Email confirmation was received from Karen Anderson on November 7, 2014 stating that she has received our packet and will be working on the Corrective Action Plans. Email update from Karen Anderson received on December 1, 2014 regarding the current status of the survey report. Ms. Anderson reported that this process is moving, but slowly. At that time, the barrier was that the size of the document exceeds Manchester's email capability. She asked the Ascellon Team Leader for her preference on addressing this as it is understandable she does not want separate emails for each CAP – which is what they sent. A follow-up email was received from Karen Anderson of the VA Medical Center on December 11, 2014. Karen requested additional information on our Corrective Action Plan to Standard #147 F - relative to the Fire Alarm System, Smoke Dampers, Sprinkler System, Fire Pump, Elevator Inspection, and Smoke Doors. The Home responded to this Corrective Action Plan and delivered the documentation to the VA Medical Center on Friday, December 26, 2014. We are still awaiting the acceptance letter from the VA Medical Center.

***QUALITY ASSURANCE REPORT:**

Michelle Pelletier, Director of Resident Care Services, provided a Quality Assurance Report of the progress for the past quarter ending December 15, 2014, and will share updated information with the Board on a quarterly basis.

***PROPOSED LEGISLATION:** HB 1136 *establishing a committee to study the laws relating to the New Hampshire Veterans Home*: A report has been filed by Representative Theberge. Representative Theberge has filed five LSR's in 2015 in response to his report:

- HB 454 *relative to the commandant of the Veterans Home.*
- HB 455-FN *relative to the board of managers of the New Hampshire Veterans Home.*
- HB 456 *relative to appointment of a veterans' ombudsman by the governor.*
- HB 457-FN-A *establishing a nurse practitioner position at the Veterans Home and making an appropriation therefor.*
- HB 459 *establishing a committee to study medical services provided to residents of the New Hampshire Veterans Home.*

The Board of Managers and I will closely monitor the status of these House Bills and will testify at scheduled hearings.

LSR 2015 filed by Representative Moffett regarding Administrative and Smoking Policies at the New Hampshire Veterans Home: - HB 473 *relative to the smoking policy at the New Hampshire Veterans Home.* The Board reviewed proposed changes to the Admissions Criteria relative to resident smoking and the Supervised Smoking and Smoking Cessation Policy. Motion was made by Paul Lloyd, seconded by Madeline Dreusicke, to accept these proposed changes as written. M/C.

***RESIDENT/STAFF MATTERS:**

▪ Veterans Home Subunit Collective Bargaining Agreement:

- *Purchase of meals for employees:* Discussion ensued regarding meals being available to staff and how it will be budgeted and where the revenues will be deposited. Motion was made by Paul Lloyd, seconded by Mark McCabe, to implement this program. M/C.

- *Daycare:* Thomas Heald, NHVH Program Manager – Tarr Units, provided an update on the status of child daycare being offered at the Veterans Home and the liability involved. Motion was made by Raymond Goulet, seconded by Madeline Dreusicke, to further research the possibility of child daycare being offered at the Home. M/C.

***BOARD MEMBERSHIP:**

▪ Replacement of Chairman: Motion was made by Raymond Goulet, seconded by Madeline Dreusicke, to nominate Paul Lloyd, to replace Robert Wyman as the Chairman of the Board. M/C. The decision was unanimous to elect Paul Lloyd as the new Chairman of the Board.

▪ Junious B. Owens (Disabled American Veterans – term to expire on March 1, 2015. Mr. Owens announced that the Disabled American Veterans has nominated Benjamin Saxon as his replacement. This matter will be followed up.

***OTHER BUSINESS:**

Commandant LaBrecque discussed proposed changes to the Resident Handbook in relationship to the amount of days residents are out of the facility due to personal leave not relating to a hospital stay. These proposed changes will mirror the federal Department of Veterans Affairs requirements. Motion made by Robert Dionne, seconded by Gerard Bosse, to accept these changes as written. M/C.

***UPCOMING EVENTS:**

~ *Valentine's Dance with entertainment*– February 14, 2015 – 2:30 p.m.

~ *St. Patrick's Day Parade followed by entertainment* – March 17, 2015

~ *Volunteer Appreciation Week* – April 12-18, 2015

~ *Easter Egg Hunt* – March 28, 2015 – 2:00 p.m. – 4:00 p.m.

~ *VA Survey* – April, 2015

***DETERMINATION OF DATE OF NEXT MEETING:**

It was determined that the next quarterly Board of Managers Meeting will be held on **MONDAY, APRIL 20, 2015, beginning at 9:00 a.m.**

***ADJOURNMENT:**

There being no other business, motion was made by Gerard Bosse, seconded by Mark McCabe, to adjourn the meeting. The meeting was adjourned at 12:15 p.m.

MDL:amb